



School Facilities & Grounds Section

Green & Healthy Schools Assessment

Your school facilities, grounds, and school forest provide excellent educational opportunities if they are designed, managed, and used correctly. This section will help you identify current health, safety and environmental management practices for your buildings and grounds. It will start you thinking about how you can modify these practices to make a safer, healthier learning environment, increase outdoor plant and animal diversity, improve aesthetics, reduce runoff, and manage these resources wisely.

School Name: _____

Date: _____

Conducted By: _____

*****For the following questions, please check all answers that apply.*****

A. Buildings (To be completed by school's administrative and operations staff)

1. When was your school built? (Include dates for major additions and remodeling projects)
2. What is the square footage of your school building? _____ sq. ft.
3. Besides your main building, does your campus have additional structures?
☐Yes ☐No
If yes, please list:
4. Does your school have a school nurse? ☐Yes ☐No
If yes, what percent of her/his normal work day is spent at your school?
5. Does your school have a designated first aid room? ☐Yes ☐No
If yes, does it have a sink and toilet? ☐Yes ☐No
6. Does your school have a system for tracking students or staff health related complaints by date, time, location and symptoms?
☐Yes ☐No
7. Does your school have:
Automatic external defibrillator? ☐Yes ☐No
First-aid kits? ☐Yes ☐No
8. What is your student immunization rate?
9. How many custodial and maintenance staff does your school employ?
Custodial FTE _____
Maintenance FTE _____

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10. Does your school have standards for what is accepted as clean? ☐Yes ☐No
11. Does your school have a cleaning schedule? ☐Yes ☐No
12. Does your school have entryway mats or grates to catch dirt? ☐Yes ☐No
If yes, are they wide enough to cover five full steps? ☐Yes ☐No
Are they cleaned regularly? ☐Yes ☐No
13. Does your school provide personal protection equipment to school staff for appropriate tasks?
☐Yes ☐No
If yes, does your staff use them? ☐Yes ☐No
14. Does your school have a:
safety coordinator? ☐Yes ☐No
security coordinator? ☐Yes ☐No
chemical hygiene officer? ☐Yes ☐No
15. Does your school have a:
Safety plan that includes staff, students and visitors? ☐Yes ☐No
Security plan? ☐Yes ☐No
Terrorism plan? ☐Yes ☐No
Emergency/Disaster Plan? ☐Yes ☐No
Playground Safety Plan? ☐Yes ☐No
Chemical Hygiene plan? ☐Yes ☐No
Emergency nurses services plan? ☐Yes ☐No
Lock-out/tag-out policy? ☐Yes ☐No
Policy for reporting accidents/injuries? ☐Yes ☐No
Policy for limiting outdoor activities due to
temperature extremes? ☐Yes ☐No
Policy for limiting outdoor activities due to
high ozone levels? ☐Yes ☐No
Policy for managing latex allergies? ☐Yes ☐No
Policy for Epi-Pen use for severe allergic reactions? ☐Yes ☐No
16. Are the plans and policies listed above periodically reviewed? ☐Yes ☐No
17. Does your school district provide training for appropriate staff in the following areas:
Safe handling of chemicals? ☐Yes ☐No
Equipment safety? ☐Yes ☐No
Personal protective equipment? ☐Yes ☐No
Managing chemical spills? ☐Yes ☐No
Managing biological spills? ☐Yes ☐No
Dealing with blood-borne pathogens? ☐Yes ☐No
Handling emergencies or disasters? ☐Yes ☐No
Medication Administration? ☐Yes ☐No
Reducing allergy and asthma triggers? ☐Yes ☐No
Ergonomics? ☐Yes ☐No

B. School Grounds (Can be completed by students and staff)

- Where is your school located?
☐ In the village or city limits
☐ In the country
- What type of land borders your school grounds (ie. residential, agricultural, natural, commercial, or industrial)?
 North _____ East _____
 South _____ West _____
- Does your school have a natural resources management plan for the school grounds?
☐ Yes, when was it developed? _____
☐ No
- Where does water that runs off the school's roof, parking lots and grounds go?
☐ Storm Drain ☐ Retention pond
☐ Recessed grassy areas ☐ Drainage ditch
☐ Rain Garden ☐ Natural pond, stream or wetland
- Does your school or classes keep a log for wildlife/animals regularly seen on your school grounds?
☐ Yes ☐ No
- Does your school have any of the following on its grounds to attract wildlife?
☐ Houses (ie. bat, bird, etc.) ☐ Butterfly Gardens
☐ Feeders ☐ Other: _____
☐ Water
- What equipment does your school use for outdoor study or recreational use on school grounds?
- Has your school received any grants related to outdoor school site use and development?
☐ Yes ☐ No
 If yes, please describe the project the grant is or was used for.
- Which green spaces are present on your school grounds and who uses them? (Check all that apply.)

Green Spaces	✓	Classes	School Clubs	Student Athletes	Students Out of Class	Staff	Community Members
Lawns *							
Courtyard							
Athletic Fields							
Play Ground							
Gardens							
Prairie**							
Abandoned fields ***							
Wetlands							
Wooded Areas							
Other:							

* Mowed areas not used for playground or athletics.

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** Prairie: grassy areas maintained in a natural state with native vegetation.

*** Abandoned fields: grassy fields that have not been mowed or farmed for several years and may be reverting to a "natural" state but vegetation is primarily not prairie species.

10. Make a map of your school site. First look for any existing site maps or blueprints that can be used as a base map; if you can't find any of these, you will have to make your own. Include the school building, sidewalks, roads, fences, trails, parking areas, utilities, and all of the green spaces you identified in the table above. This will help you study your school grounds and plan for improvements.

11. Based on the types of green spaces present on your school grounds, fill out the following corresponding sections.

a. Lawns (Complete if applicable.)

1. How often are lawns mowed?

2. Are the grass clippings left on the lawn?

☐ Yes ☐ No

If no, what happens to them?

3. How tall is the grass after it has been cut?

☐ 1" ☐ 3"
☐ 2" ☐ Other

4. Are leaves raked off the lawn in the fall?

☐ Yes ☐ No

If yes, what happens to them?

5. How often are lawns watered?

☐ Daily ☐ Weekly ☐ Not watered
☐ Twice a week ☐ As needed

What time of day are they watered?

☐ Morning (6-10 AM) ☐ Late Afternoon (2-5 PM)
☐ Early to Mid Afternoon (10 AM-2 PM) ☐ Evening (5-9 PM)

6. Do your lawns have shade trees?

☐ Yes ☐ No

b. Courtyards (Complete if applicable.)

1. What type(s) of vegetation is in your courtyard?

☐ Mowed grass ☐ Flowers
☐ Prairie ☐ Other:
☐ Trees

What activities take place in the courtyards?

☐ Studying ☐ Meetings
☐ Eating ☐ Observing Wildlife
☐ Playing ☐ Other:

2. What items are present in the courtyards?

☐ Benches ☐ Ponds
☐ Tables ☐ Other:
☐ Bird feeders

3. Who is responsible for maintaining the courtyard?
4. If your courtyards are used by classes for education, what subjects are taught and what grade levels participate?
5. What can be done to make the courtyards more inviting or useful?

c. Athletic Fields (Complete if applicable.)

1. How often are the athletic fields mowed?
2. Are the grass clippings left on the lawn?
☐ Yes ☐ No
If no, what happens to them?
3. How tall is the grass after it has been cut?
☐ 1" ☐ 3"
☐ 2" ☐ Other:
4. How often are the athletic fields watered?
☐ Daily ☐ Weekly ☐ Not watered
☐ Twice a week ☐ As needed

What time of day are they watered?

- ☐ Morning (6-10 AM) ☐ Late Afternoon (2-5 PM)
☐ Early to Mid Afternoon (10 AM-2 PM) ☐ Evening (5-9 PM)

d. Playground (Complete if applicable.)

1. What type(s) of surface does your playground have?
☐ Dirt ☐ Wood chips
☐ Grass ☐ Rubber
☐ Blacktop ☐ Other _____
2. What type(s) of playground equipment does it have?
3. What is the playground equipment made of?
☐ Treated wood ☐ Rubber
☐ Steel ☐ Other _____
☐ Plastic
If equipment made with treated wood, is it arsenic-free? ☐ Yes ☐ No
4. Is any of the playground equipment made from recycled materials?
☐ Yes ☐ No
If yes, which pieces and what are they made from?
5. Who may use the playground?
☐ Students during school

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- ☐ Children after school
☐ Children on evenings and weekends

6. Does your playground have shade trees?
☐ Yes ☐ No

7. What can be done to make the playground more inviting or useful?

e. Gardens (Complete if applicable.)

1. What type(s) of garden(s) does your school have?

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Butterfly | <input type="checkbox"/> Vegetable |
| <input type="checkbox"/> Rain | <input type="checkbox"/> Fruit |
| <input type="checkbox"/> Herb | <input type="checkbox"/> Flower |

☐ Specialty (ie. gardens with all the fixings for pizzas, tacos, etc)

2. Who is responsible for planting and maintaining the school garden(s)?

3. How are any products from the school garden used?

- ☐ Left in garden for all to enjoy
☐ Given to cafeteria for lunches
☐ Sold to school and community members
☐ Donated to local food pantry
☐ Other _____

4. If your gardens are used by classes for education, what subjects are taught and what grade levels participate?

5. What can be done to make the gardens more inviting or useful?

f. Prairie (Complete if applicable.)

1. What type of prairie does your school have?

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Tall grass | <input type="checkbox"/> Savanna |
| <input type="checkbox"/> Short grass | <input type="checkbox"/> Other _____ |

2. Does your prairie contain primarily native plants?

☐ Yes ☐ No

3. What are the predominant plant species in your prairie?

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Big blue stem | <input type="checkbox"/> June grass | <input type="checkbox"/> Butterfly weed |
| <input type="checkbox"/> Little blue stem | <input type="checkbox"/> Asters | <input type="checkbox"/> Shooting stars |
| <input type="checkbox"/> Indian grass | <input type="checkbox"/> Goldenrods | <input type="checkbox"/> Oak trees |
| <input type="checkbox"/> Switch grass | <input type="checkbox"/> Coneflowers | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Side oats | <input type="checkbox"/> Bergamot | |

4. Does your school collect prairie seeds in the fall? ☐ Yes ☐ No

If so, what do you do with the prairie seeds?

- ☐ Replant seeds to enlarge existing prairie
☐ Sell seeds to school and community members
☐ Donate seeds

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5. How is your prairie maintained?

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Burning | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Pruning | <input type="checkbox"/> Not maintained |
| <input type="checkbox"/> Mowing | |

6. Who is responsible for planting and maintaining the prairie?

7. If your prairie is used by classes for education, what subjects are taught and what grade levels participate?

8. What facilities have been placed in the prairies to make them better for teaching?

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Signs | <input type="checkbox"/> Trails |
| <input type="checkbox"/> Shelters | <input type="checkbox"/> Other: |

9. What can be done to make the prairie more inviting or useful?

g. Abandoned fields (Complete if applicable.)

1. What types of plants are found here?

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Non-Native Grasses | <input type="checkbox"/> Shrubs |
| <input type="checkbox"/> Forbs (flowering plants) | <input type="checkbox"/> Trees |

2. When was this area last mowed or farmed?

3. Who is responsible for maintaining the abandoned fields?

4. If your abandoned fields are used by classes for education, what subjects are taught and what grade levels participate?

5. What facilities have been placed in abandoned fields to make them better for teaching?

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Trails | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Shelters | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Benches | |

6. What can be done to make the abandoned fields more inviting or useful?

h. Aquatic Communities (Complete if applicable.)

1. What types of aquatic communities are found on your school site?

- | | | | |
|-------------------------------|---------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Lake | <input type="checkbox"/> River | <input type="checkbox"/> Marsh | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Pond | <input type="checkbox"/> Stream | <input type="checkbox"/> Ditch | |

2. What percentage of each aquatic community is open water, emergent vegetation (lilies, cattails, arrowheads), and wet soil vegetation (wet sedges, canary grass, etc.)?

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	Lake	Pond	River	Stream	Marsh
Open water					
Emergent vegetation					
Wet soil vegetation					

3. What type of aquatic life is found in or near the water on your school grounds?

<input type="checkbox"/> Fish	<input type="checkbox"/> Turtles	<input type="checkbox"/> Insects
<input type="checkbox"/> Frogs	<input type="checkbox"/> Birds	<input type="checkbox"/> Other invertebrates
<input type="checkbox"/> Toads	<input type="checkbox"/> Crayfish	<input type="checkbox"/> Other:
<input type="checkbox"/> Snakes	<input type="checkbox"/> Snails	
4. What facilities have been placed in aquatic communities to make them better for teaching?

<input type="checkbox"/> Trails	<input type="checkbox"/> Decks	<input type="checkbox"/> Signs
<input type="checkbox"/> Boardwalks	<input type="checkbox"/> Piers	<input type="checkbox"/> Other:
5. Who is responsible for planting and maintaining the aquatic communities?
6. If your aquatic communities are used by classes for education, what subjects are taught and what grade levels participate?
7. What can be done to make the aquatic communities more inviting or useful?

i. Wooded Areas (Complete if applicable.)

1. What type of trees are found in the wooded areas?

<input type="checkbox"/> Deciduous	<input type="checkbox"/> Coniferous
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2. Are the trees native to Wisconsin? * See following to check if trees on your school grounds are native to Wisconsin. <http://www.botany.wisc.edu/wisflora/search.html>

<input type="checkbox"/> Yes	<input type="checkbox"/> Some	<input type="checkbox"/> No
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3. What types of vegetation grow under the trees?

<input type="checkbox"/> Short trees	<input type="checkbox"/> Grass	<input type="checkbox"/> Moss
<input type="checkbox"/> Shrubs	<input type="checkbox"/> Ferns	<input type="checkbox"/> Flowering plants
4. Who is responsible for maintaining the woodlands?
5. If your woodlands are used by classes for education, what subjects are taught and what grade levels participate?
6. What facilities have been placed in the woodlands to make them better for teaching?

<input type="checkbox"/> Trails	<input type="checkbox"/> Signs
<input type="checkbox"/> Shelters	<input type="checkbox"/> Other:
<input type="checkbox"/> Benches	

7. What can be done to make the woodlands more inviting or useful?

C. School Forest (Can be completed by school forest manager and students.)
If you don't have a school forest, skip this section.

1. Is the school forest registered with the Department of Natural Resources? [Go to the following web site for a list of registered school forests: <http://www.uwsp.edu/cnr/leaf/schforest.htm>] _____
☐Yes ☐No

2. How many school forest parcels does your school district have and how many acres is each parcel?

Parcel 1: _____ acres

Parcel 3: _____ acres

Parcel 2: _____ acres

Parcel 4: _____ acres

3. How long has your school district had the school's forest?

4. How close is the school forest to your school?

5. Has your school district developed a forest management plan for the school forest?

☐Yes ☐No

If yes, when was it last updated?

If yes, was the plan developed in cooperation with a DNR forester and approved by the DNR?

☐Yes ☐No

6. Has your school district developed and implemented an education plan for the forest?

☐Yes ☐No

If yes, does it include: (check all that apply)

Goals and Objectives ☐Yes ☐No

Budget ☐Yes ☐No

Building development ☐Yes ☐No

Building maintenance ☐Yes ☐No

Health & Safety plan ☐Yes ☐No

Trail development ☐Yes ☐No

Trail Maintenance ☐Yes ☐No

Curriculum ☐Yes ☐No

Public Use ☐Yes ☐No

Link to forest mgmt. plan ☐Yes ☐No

7. What types of management activities have been done in the school forest?

☐Harvesting trees

☐Planting trees

☐Pruning trees

☐Other _____

8. How often do management activities occur?

9. What facilities are available at the school forest? (check all that apply)

☐ Parking lot

☐ Rest rooms

☐ Pond

☐ Nature trails

☐ Drinking water

☐ Stream

☐ Service Road

☐ Teaching stations

☐ Other:

☐ Nature Center

☐ Skills course

10. What are the predominant tree species in the school forest? (check all that apply)

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- ☐ Pine
- ☐ Spruce
- ☐ Fir
- ☐ Oak

- ☐ Hickory
- ☐ Cherry
- ☐ Maple
- ☐ Birch

- ☐ Walnut
- ☐ Aspen
- ☐ Other:

11. What types of vegetation grow under the trees? (check all that apply)

- ☐ Shorter trees
- ☐ Shrubs
- ☐ Grass
- ☐ Ferns
- ☐ Mosses
- ☐ Flowering plants

12. What animals live in the school forest? (check all that apply)

- ☐ Deer
- ☐ Squirrels
- ☐ Chipmunks
- ☐ Raccoons
- ☐ Opossums
- ☐ Skunks
- ☐ Foxes
- ☐ Coyotes
- ☐ Frogs & Toads
- ☐ Salamanders
- ☐ Snakes
- ☐ Turtles
- ☐ Song birds
- ☐ Game birds
- ☐ Insects
- ☐ Arachnids
- ☐ Other _____

13. What is your school forest used for? (check all that apply)

- ☐ Outdoor classroom
- ☐ Forest management
- ☐ Recreation
- ☐ Other

14. If your school forest is used as an outdoor classroom, what grades use the forest and what classes are taught there?

15. If used as an out door classroom, how often is it used?

16. Is the school forest open to the public?

- ☐ Yes ☐ No

17. Does your school forest have a manager or coordinator assigned by the school district?

- ☐ Yes ☐ No

If yes, who is it? _____

18. Who maintains the school forest? (check all that apply)

- ☐ School Forest Manager/Coordinator
- ☐ School maintenance staff
- ☐ Teachers
- ☐ Students
- ☐ Other _____

19. What can be done to make the School Forest more inviting or useful?